



# DISAM



## **SAM-IT Course Exercise 2 I-SAN and I-TMS “Lite”**

**14 March 2003**

**Note:** This computer exercise will teach you the *basics* of using the International Security Assistance Network (I-SAN) and the International Training Management System (I-TMS). The I-SAN system can be accessed via internet connection using the URL address listed below. To request registration on the system, contact your SAO training manager or contact DISAM. An installation disk for the International I-TMS system is available from DISAM.

### **1. International Security Assistance Network (I-SAN)**

The International Security Assistance Network is the *International* version of the U.S. Security Assistance Network (SAN) that has been used by all of our overseas Security Assistance Organizations (SAOs) for the past decade. The SAN (and thus the I-SAN) is essentially a wide area network, hosted on the Internet that provides the following functionality to Security Assistance users worldwide: a bulletin board system, a library function for the hosting of larger files, links to hundreds of S.A. related web sites, and hosting of the S.A. training database. Access to the I-SAN is restricted to registered users only. To gain access to the I-SAN, coordinate your requirement with the SAO in your country and then contact DISAM. See Appendix B for DISAM point of contact.

#### **Logging on the I-SAN**

Access the Internet using your **browser**.

Connect to the following URL address. <https://san.osd.mil/isan/login>

Save this **Internet address** as a **Favorite** in your browser or as a **Shortcut** on your computer **Desktop**.

*Log on the I-SAN.*

When you are registered on the I-SAN, your **Username** will normally be your first initial and last name. Your **Password** will have at least 8 characters with: upper and lower case alpha characters, numerics, and special characters.

Enter your **Username** and **Password**.

Click on **Submit login request**.

**WARNING: THIS IS A NOTICE OF MONITORING DEPARTMENT OF DEFENSE INTEREST COMPUTER SYSTEMS (DODICS).** This system and ALL related equipment may be used only for official US Government business. This system and all other DODICSs are subject to monitoring for management of the system, protection against unauthorized access, and verification of security procedures. Unauthorized use of this system may subject you to criminal prosecution and penalties. Use of this system constitutes consent to monitoring for these purposes.

December 1996: For further policy information concerning this notice, contact the Information Assurance Directorate, Office of the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence: (703) 693-6685 or (703) 695-8705.

### SAN WEB for International Customers

Username

Password

Tim Reardon, email: [treardon@disam.wpafb.af.mil](mailto:treardon@disam.wpafb.af.mil) or Mr. Michael Anstice, email: [manstice@san.osd.mil](mailto:manstice@san.osd.mil)

## Special Notice Screen

Read the **Special Notice** screen for important information dealing with the I-SAN and associated programs.

Click on **Continue** to access the main menu.

## Special Notice

Your password expires on 04/24/2002

1 April 2002 \*\*\*\*\*ATTENTION ALL I-TMS USERS\*\*\*\*\*

The International version of the Training Management System (I-TMS) is now available to all International users who are registered users of this system. If you wish to have the International TMS program (I-TMS Ver 6.0) mailed to you, please contact Mr. Aaron Prince at DISAM: Tel (937) 255-8186, E-mail [aaron.prince@disam.dsca.osd.mil](mailto:aaron.prince@disam.dsca.osd.mil)

18 October 2000 --- ATTENTION ALL USERS ---

We have just established a new International Training Management web site at DISAM. It provides access to all S.A. training publications, policy messages, training articles, legislation, lessons on Int'l Training, and web site links. It can be accessed from the Main Training Menu on the ISAN or at the following URL address:  
[http://disam.osd.mil/intl\\_training/intl\\_tng\\_mgt.htm](http://disam.osd.mil/intl_training/intl_tng_mgt.htm)

## Main Menu

To **select** items on the I-SAN, **click once** on the hyperlinked item.

Use the **Forward** and **Back** buttons of your browser to easily navigate the I-SAN screens.

## SAN WEB for International Customers

- [TRAINING](#)
- [FMS CASE MANAGEMENT](#)
- [BULLETIN BOARDS](#)
- [LIBRARIES](#)
- [USER INFORMATION](#)
- [LOGOFF](#)

## Updating Your User Information

If you have not entered your User Information as shown in the following example, please do so at this time. It is ***extremely important*** that you do this.

Click on **User Information** on the I-SAN **main menu**.

Click on **Change your user information**.

Update (change) your **user information** screen as shown in the following example. *Please follow the notes listed below and enter your personal information as explained.*

1. Make all entries in **CAPS**, except for E-mail address.
2. Your **Password** must be 8 characters: alpha/numeric/ spec chars with a capitol letter.
3. In the **SAN Affiliation-Organization** block enter the name of your **U.S.** in-country organization.
4. You do not have to enter an **Express Mail Address**.
5. In the **Internet Address** block enter your **complete E-Mail address**. This should be the E-Mail address for your *primary* E-Mail system that you use on a **daily** basis. You **MUST** enter your E-mail address.

|  |   |           |             |                |                                    |           |         |
|--|---|-----------|-------------|----------------|------------------------------------|-----------|---------|
| <input type="button" value="Done"/> <input type="button" value="Abort"/> |   |           |             |                |                                    |           |         |
| FORENAME   | LCDR                                    | FIRSTNAME | Paulo       | MIDDLE INITIAL | R                                  | LASTNAME  | CAPETTI |
| USERNAME   | PCAPETTI                                |           | PASSWORD    | ●●●●●●         | re-enter PASSWORD for verification | ●●●●●●    |         |
| ORGANIZATION   | Estado Maior da Armada (Navy HQ Staff)  |           |             |                |                                    |           |         |
| JOB TITLE  | Courses Officer                         |           | OFFICE CODE |                |                                    |           |         |
| SAN AFFILIATION - ORGANIZATION   | USMLO Brazil                            |           |             |                |                                    |           |         |
| RESPONSIBILITIES   | Overseas Courses for Brazilian Navy     |           |             |                |                                    |           |         |
| MAILING ADDRESS  | Esplanada dos Ministerios, Bloco N      |           |             |                |                                    |           |         |
|  |   |           |             |                |                                    |           |         |
| CITY OR LOCATION   | Brasilia                                |           | STATE       | DF             | ZIPCODE                            | 70055-900 |         |
| EXPRESS MAIL ADDRESS   |   |           |             |                |                                    |           |         |
|  |   |           |             |                |                                    |           |         |
| CITY OR LOCATION   |   |           | STATE       |                | ZIPCODE                            |           |         |
| INTERNET ADDRESS   | paulo.capetti@local.internet.service.br |           |             |                |                                    |           |         |
| COMMERCIAL PHONE   | 55-61-429-1091                          |           | FAX NUMBER  | 55-61-429-1384 |                                    | DSN       |         |

After making all changes, **click** on **Done** to save the changes.

**Click** on the **Back** button until you return to the SAN Web **main menu**.

## Finding Another User From Your Country

Click on **User Information** on the main menu.

Click on **Search user database**.

Enter the first few letters of the person's **last name** and click on **Locate matching users**.

Click on the person's **hyperlinked name**.

Click on **Main menu** or click on **Back** until you return to the I-SAN main menu.

## Using the I-SAN Library

The Library is a function that provides a means of making larger computer files available to other users. Thus a user can upload a file to the library, tell the recipient via an E-mail message what the file is and where it is, and then the file can be downloaded. Files larger than 500k should be conveyed via the Library function as opposed to sending them as an E-mail attachment. Items in the **General** Library can only be accessed by users from the same country. The **Open** Library provides items of interest to all users. Normally documents cannot be seen on-line (unless your browser is set to automatically open the file); they must be downloaded and then opened off-line.

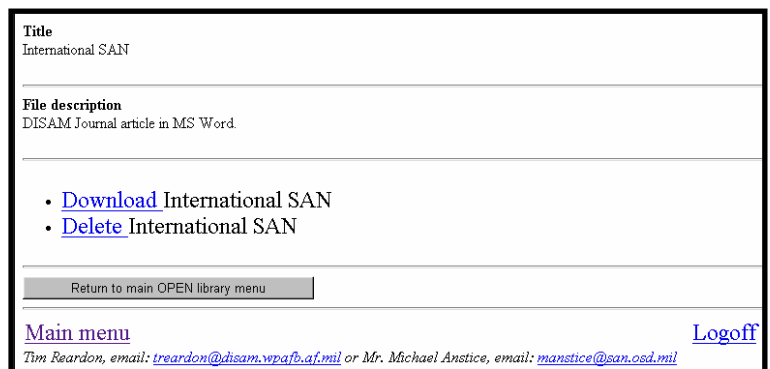
Click on **Libraries** on the I-SAN main menu.

Click on the **Open** Library.

Click on **Download/Delete File From Open Library**.

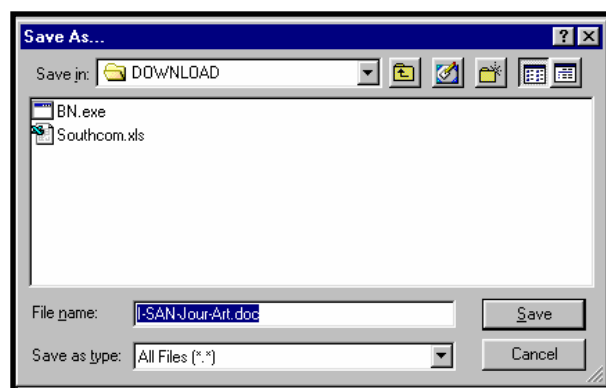
Click on the **International SAN** document.

Click on **Download** International SAN.



In the dialog box that appears, **select the directory** to which you wish to download the file.

**Note:** If the dialog box does not appear (it may be hidden behind your main screen), click the **Norton Antivirus** button at bottom of the screen (or, click on "minus" sign button in upper right corner in order to minimize your screen).



on

You can *download* your document to any directory on your **C:\** drive, for instance the **My Documents** directory. Or, you may wish to choose the I-SAN download *default* directory, the **C:\TMS\download** directory.

*Click* on the scroll arrow in the **Save in** box, and *double click* on each element of the preceding file path (**C:\**, then **TMS**, then **Download**).

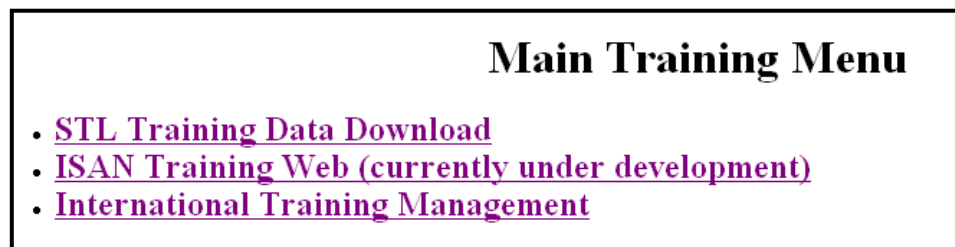
Then *click* on **Save** to initiate the download.

When the download is completed, *click* on **Back** until you return to the **main menu**.

## **Using the Training Function**

The **Training** function provides access to the various I-SAN functions typically used by the training manager. Thus you have access to actual Training Program data for your individual country military services (Standardized Training List data) and the complete list of all available U.S. training (Military Articles and Services List data). In addition, you have access to over 200 International Training web sites.

*Click* on **Training** from the I-SAN **main menu**.



## **Using the International Training Management Web Site**

Remember that the **International Training Management Web Site** provides an excellent portal for access to all international training management organizations, their web sites, and every published article/reference on U.S. security assistance or international training.

*Click* on **International Training Management** to *go to* that web site.

*Click* on **Back** until you *return* to the **Main Training Menu** of the I-SAN.

## **ISAN Training Web**

The new ISAN Training Web function, when released, will provide on-line access to a country's training program data as well as the training MASL listing of all courses. It will also provide access to current status information on the student that is being entered by the U.S. MILDEP country manager and the International Military Student Office at the student's training location.

## **Downloading Training Data**

The **Standardized Training List (STL) Training Data Download** function provides the ability to download the various S.A. Training databases. A country training manager will want to download his country training program so he can use the data off-line in the I-TMS program to view his program. The Standardized Training List (STL) or country program data and the MASL (price list of all U.S. training available to the foreign customer) are updated weekly.

Click on **STL Training Data Download** on the **Main Training Menu**.

Click on **ISTL Data-Download** (not **ISTL Data-View**).

(To download the **MASL Data**, you would similarly click on **MASL and Other Downloads**.)

| STANDARDIZED TRAINING LIST  |   |            |   |   |               |                     |               |                     |               |  |
|---|---|------------|---|---|---------------|---------------------|---------------|---------------------|---------------|--|
| 15 March 2003   |   |            |   |   |               |                     |               |                     |               |  |
| <b>-USER INFORMATION-</b><br>SAO: PCAPETTI<br>COUNTRIES OF ACCESS: BRAZIL<br>ACCESS TO SERVICES: BDPSCKTGX<br>DATE OF LAST DOWNLOAD: 4 March 2003 (ISTL) - 5 August 2002 (MASL)   |   |            |   |   |               |                     |               |                     |               |  |
| <b>LATEST UPDATES OCCURRED ON:</b><br><table border="1"> <thead> <tr> <th>STL UPDATE</th> <th>MASL UPDATE</th> </tr> </thead> <tbody> <tr> <td>AIR FORCE: 12 March 2003</td> <td>12 March 2003</td> </tr> <tr> <td>ARMY: 14 March 2003</td> <td>14 March 2003</td> </tr> <tr> <td>NAVY: 14 March 2003</td> <td>14 March 2003</td> </tr> </tbody> </table>   |   | STL UPDATE | MASL UPDATE   | AIR FORCE: 12 March 2003  | 12 March 2003 | ARMY: 14 March 2003 | 14 March 2003 | NAVY: 14 March 2003 | 14 March 2003 | <b>STATUS OF NEXT STL UPDATE</b><br>Next STL: 17 March<br>Scheduled - 03/19/2003<br>Scheduled - 03/17/2003<br>Scheduled - 03/17/2003 |
| STL UPDATE  | MASL UPDATE   |            |   |   |               |                     |               |                     |               |  |
| AIR FORCE: 12 March 2003  | 12 March 2003   |            |   |   |               |                     |               |                     |               |  |
| ARMY: 14 March 2003   | 14 March 2003   |            |   |   |               |                     |               |                     |               |  |
| NAVY: 14 March 2003   | 14 March 2003   |            |   |   |               |                     |               |                     |               |  |
| <b>USER OPTIONS</b><br><table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>• <a href="#">ISTL Data - Download</a></li> <li>• <a href="#">ISTL Data - View</a></li> <li>• MASL and other downloads (<a href="#">1 file</a>) (<a href="#">2 files</a>)</li> <li>• <a href="#">MASL Data - View</a></li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• <a href="#">IMET Breakout Levels - View (as of 10/08/2002)</a></li> <li>• <a href="#">Display Disclaimer</a></li> <li>• <a href="#">Quit training List Database</a></li> </ul> </td> </tr> </table> |   |            | <ul style="list-style-type: none"> <li>• <a href="#">ISTL Data - Download</a></li> <li>• <a href="#">ISTL Data - View</a></li> <li>• MASL and other downloads (<a href="#">1 file</a>) (<a href="#">2 files</a>)</li> <li>• <a href="#">MASL Data - View</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">IMET Breakout Levels - View (as of 10/08/2002)</a></li> <li>• <a href="#">Display Disclaimer</a></li> <li>• <a href="#">Quit training List Database</a></li> </ul> |               |                     |               |                     |               |  |
| <ul style="list-style-type: none"> <li>• <a href="#">ISTL Data - Download</a></li> <li>• <a href="#">ISTL Data - View</a></li> <li>• MASL and other downloads (<a href="#">1 file</a>) (<a href="#">2 files</a>)</li> <li>• <a href="#">MASL Data - View</a></li> </ul>   | <ul style="list-style-type: none"> <li>• <a href="#">IMET Breakout Levels - View (as of 10/08/2002)</a></li> <li>• <a href="#">Display Disclaimer</a></li> <li>• <a href="#">Quit training List Database</a></li> </ul> |            |   |   |               |                     |               |                     |               |  |

Click on the hyperlinked word **Download** that appears next to the Country.EXE file name.

| FILES AVAILABLE FOR DOWNLOAD  |
|---|
| <ul style="list-style-type: none"> <li>• <a href="#">Download BR.EXE</a></li> </ul> |
| <input type="button" value="Done"/>   |

**Note:** The STL data file (example **BR.EXE**) is a compressed file that contains the country data files--**BR.DBF** and **BR.DBT** and a third file that gives the country IMET program allocation. Access *must* be set by the DISAM User Administrator for you to be able to download data for your country. Contact *DISAM* if access is required.

Click on **Save** to save the .EXE file to your computer's hard drive.

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: BR.EXE  
File type: Application  
From: san.osd.mil

This type of file could harm your computer if it contains malicious code.

Would you like to open the file or save it to your computer?

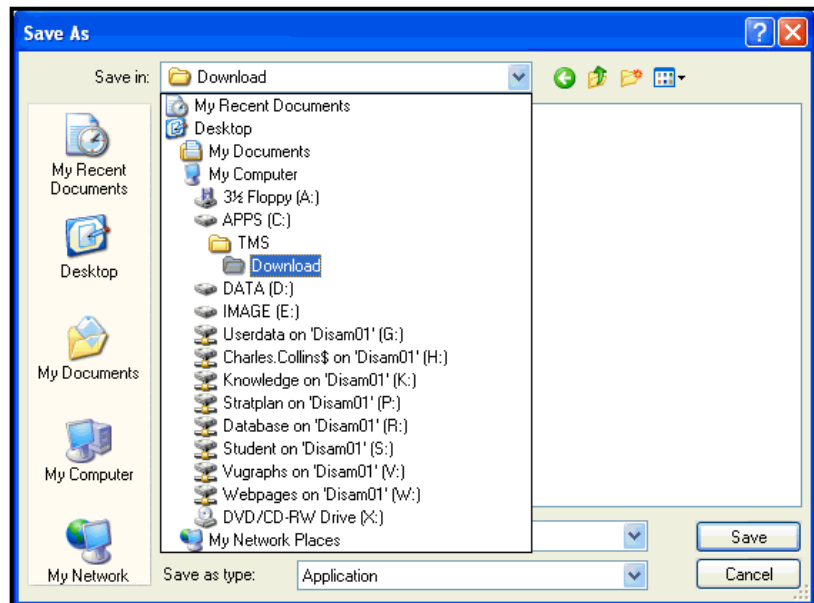
☒ Always ask before opening this type of file

Use the **dialog screen** that appears to *select* the **C:\TMS\download** directory in which to download the data file.

**Note:** If the dialog box does not appear (it may be hidden behind your main screen), *click* on the **Norton Antivirus** button at bottom of the screen (or, *click* on “minus” sign button in upper right corner in order to minimize your screen). Or, you may be asked what you want to do with the downloaded file, *click* on **Save this program to disk** and then *click* on **OK**.

*Click* on the scroll bar in the **Save in:** block and then double-click on respectively: **C:\**, **TMS\**, and **Download**.

*Click* on **Save** to execute the download. The Download occurs *quickly* (you may not see it) when connected via the internet.



*Click* on **Done** after download is finished.

At this point you are finished with your download and using the **Internet**.

Suggest you *exit* the **Internet**, *click* on **X** in upper right corner.

Now, in order to be able to *view* the **data** (the data is actually in a Dbase III data file), we must import the downloaded data into the TMS program.

**Note:** For those with further automation expertise, you can decompress the BR.EXE (example name)file by simply double-clicking on the file name and then the BR.DBF (example name) can be imported to MS Access or opened in MS Excel.

## 2. International Training Management System (I-TMS)

### Using I-TMS “Lite” System

The International Training Management System (I-TMS) is a program developed, programmed, and supported by DISAM for use in all Country training offices that interface with or have need of viewing their Country’s training program. The I-TMS software can be requested from DISAM (see Appendix B). The new **I-TMS Lite** program is a streamlined version of the original I-TMS program that contains only the most essential portions of the master I-TMS program. With the I-TMS Lite program, you will be able to: find a desired course of instruction in the Training MASL, see your country training program in the standard STL report, and generate an Invitational Travel Order for a departing student.

Remember that you have just gotten off the Internet and you must now initiate the **I-TMS** program from your computer desktop.

Double-click on the **TMS 6** icon.



The **I-TMS Main Menu** will appear. **I-TMS** is a *Microsoft Access 2000* runtime application.

If **I-TMS** opens as shown on the right, *click* on the **Switch to TMS Lite** button (the center button in the bottom row of buttons).



**All** of the major **I-TMS Lite** functions can be accessed by *clicking* on the applicable **button** in the **I-TMS Main Menu**.

**Note:** Do not *double-click* on I-TMS *buttons*. This may cause I-TMS to activate the selected function *twice*, thus resulting in an error message. You will be told specifically if you are to *double-click* an item in I-TMS.

You can **Exit** I-TMS by *clicking* on the **Exit I-TMS** button.





## Country Data Profile

Before I-TMS will work for you, you must establish a Country Profile that identifies your Country to I-TMS. This only has to be done once, but must be done or I-TMS will not run for your country.

First, *click* on **Country Data** in the I-TMS **Main Menu**.

Type the **Country Code** for your country and *click* on **OK**.

**Note Example:** From this point forward in these instructions we will use the Brazilian training program as an example. The country code for Brazil is **BR**. **Do Not** enter **BR**, enter **your Country Code**--ask your instructor if you don't know what it is.

All of the information that appears on this screen will be entered by the U.S. training office in their TMS program. That data then automatically appears on Invitational Travel Orders (ITOs) published by the U.S. training manager.

*Click* on **Save/Quit** to save your **Country Profile**. (I-TMS can now recognize your country--a country profile must be established before I-TMS can accept your downloaded country data.)

**Country Profile BRAZIL (BR)**

Name of Organization: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

ITO Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

POC Name (i.e. Training Officer, Training FSN, etc.): \_\_\_\_\_

POC Commercial Phone Number: \_\_\_\_\_

POC DSN Phone Number (if available): \_\_\_\_\_

POC Fax Number: \_\_\_\_\_

POC E-mail Address: \_\_\_\_\_

POC Message Address: \_\_\_\_\_

Program(s) of Responsibility:

All ☐ Army ☐ Air Force ☐

Maritime ☐ Other ☐

Earliest ECL Test Date is 105 Days Prior to Report Date

Latest ECL Test Date is 65 Days Prior to Start Date

Cancellation Date is 62 Days Prior to Start Date

Latest Predeparture Briefing Date is 0 Days Prior to Report Date

Move Student Data to History 30 Days After ITO Date

FMS Pricing

☐ Full FMS ☐ FMS NATO

☐ NRC ☒ IMET Incremental

TLA Paid? ☐

CONUS Travel ☐

Living Allowance ☐

OCONUS Travel Costs

Airfare: \$0 (Roundtrip)

Travel Days: 0 (Roundtrip)

Excess Baggage Cost: \$0 (Roundtrip)

**Load Rates**

**Country Allocation** **IA Ceilings** **PO Allocations** **FMS Case Line** **Save/Quit**

## Updating STL Data

The **Update** function provides a means to *update* I-TMS with the latest STL, MASL, and Other Table data that you have downloaded from the **SAN** Web. Replacement (new) database files *must* be available in the **C:\TMS\Download** directory for the update to be successful.

*Click* on the **Import from SAN** button in the I-TMS **Main Menu**.

*Click* on the **Import New STL** button from the **Update Data Tables** menu. *Wait* while I-TMS runs its import query.

**Note:** If you are using I-TMS to manage more than one country, *click* in the **box** for the **Country** you want to **Update**. Then *click* on **Import** to import the new country STL data.

**Update Data Tables**

**I-SAN Web Login -**

<https://san.osd.mil/isan/login>

**Import New STL**  
(available daily)

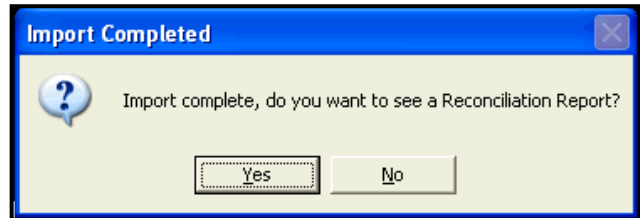
**Import MASL**  
(available daily)

**Quit**

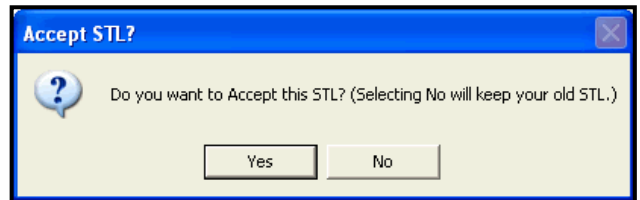
**Note:** Pay attention to the following three **questions**. If you *fail to respond Yes* to the second question, your newly downloaded data **will not** be imported into **I-TMS** and you will not see it.

**Question 1 --** Click on **No** when asked about the **Reconciliation Report**.

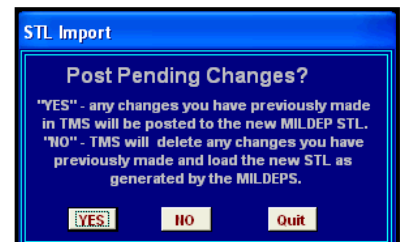
(If you *click* on **Yes**, I-TMS will do a report comparing your latest data download to data you downloaded previously.)



**Question 2 --** Click on **Yes** when asked about accepting the STL data. (If you *click* on **No**, the STL data **will not** be accepted.)



**Question 3 --** Click on **No** when asked about posting **Pending Changes**. (This function is only used by the U.S. office.)



Click on **OK** when you are informed **New STL Accepted**.

Click on **Quit** to return to the **I-TMS Main Menu**. Please note that the same procedures are used to **Import MASL**.

**In Summary:** When you download from the SAN, your **Country Code.EXE** file (Example **BR.EXE**) must be present in the **C:\TMS\DOWNLOAD** directory for the data import to take place. The **C:\TMS\DOWNLOAD** directory is the default directory that is used as the *download* directory for your training data.

**Obtaining Your Data from the U.S. Training Office:** Normally you will be downloading from the **I-SAN**. But, the data file could be provided to you by the U.S. training office. They could send it to you as an E-Mail attachment for you to copy into the **C:\TMS\DOWNLOAD** directory. Or, they could copy the data on a floppy disk and provide it to you. The MASL data can also be copied on two disks and provided to you.

## **Viewing Your Country Training Program**

The **STL by Country Service** function provides the basic Country Training Program report that is referred to in the SAO training world as the STL Report. We show you the STO report with Remarks that are provided by the MILDEP/MILSVC training agencies.

Click on **STL by Country Service** on the **I-TMS Main Menu**.

The **STL Report Selection Criteria** screen is provided to allow you to select the Country Training Program data that you want to see. You may want to see the data for just your current year **IMET** program or for a specific **FMS Case**. Also, you may want to choose which of your **Country's Services** to view.

The image shows a software window titled "STL Report Selection Criteria". It has a blue background with white text. There are five input fields: "Country", "PY/Caseid", "PO", "TA", and "Price Year". Below the "PY/Caseid" field is an "OK" button, and below the "TA" field is a "QUIT" button.

**Note:** Read the following items 1 thru 3. Don't make any entries.

1. **Country** – Enter your **Country Code** (i.e. **BR**)
2. **PY/CaseID** – Enter either the **IMET Program Year** (i.e. **03, 04**, etc.) or enter the **FMS Case Identifier** (**OAX, TAY, B02**, etc.)
3. **PO** – Enter the desired **Country Service** (**B**=Country's Army, **D**=Country's Air Force, **P**=Country's Navy, etc.) in the **Program Originator (PO)** block. There can be other codes identifying other major parts of a Country's military forces. Check with the U.S. office to identify these.

Now, enter your **Country Code** in the **Country** block (if it does not already appear).

Enter a specific **IMET Program Year** (03, etc.) or specific **FMS CaseID** (a case ID from your data, etc.) in the **PY/CaseID** block.

And, enter the desired **Country Service** in the **PO** block.

Click on **OK**.

| Data Date 10-Mar-03<br>Report Date 15-Mar-03 |       | BRAZIL STL by Program Originator |                            |    |     |      |      |     |          |     |          |            |           |           |     |     |    |     |    |
|--|-------|----------------------------------|----------------------------|----|-----|------|------|-----|----------|-----|----------|------------|-----------|-----------|-----|-----|----|-----|----|
| PO   | WCH   | MASL                             | TITLE                      | SC | LOC | DUR  | ECL  | CRS | COST     | TLA | TOTAL    | REPORT     | START     | END       | QTR | PRI | FS | QTY | IA |
| 03   |       |                                  |                            |    |     |      |      |     |          |     |          |            |           |           |     |     |    |     |    |
| B  | 0001  | B365003                          | MEDICAL COST-CONUS         |    | BGX | 0000 |      |     | \$1,295  | \$0 | \$1,295  |            |           |           | 1   | A   |    | 0   | B  |
| B  | 0090A | BLAB410                          | LEVEL IV 10 POS LANG LAB   | O  | BA2 | 0000 |      |     | \$13,501 | \$0 | \$13,501 | 4/15/2003  | 4/15/2003 | 9/30/2003 | 3   | A   | F  | 1   | B  |
| B  | 0090B | BSUPKIT                          | LANG LAB SUPPLEMENTAL KIT  | O  | BA2 | 0000 |      |     | \$6,190  | \$0 | \$6,190  | 4/15/2003  | 4/15/2003 | 9/30/2003 | 3   | A   | F  | 1   | B  |
| B  | 0090C | BSCON10                          | 10 POS STUDENT CONSOLES    | O  | BA2 | 0000 |      |     | \$32,900 | \$0 | \$32,900 | 4/15/2003  | 4/15/2003 | 9/30/2003 | 3   | A   | F  | 1   | B  |
| B  | 0090D | BLANKIT                          | LANG LAB LAN KIT           | O  | BA2 | 0000 |      |     | \$4,649  | \$0 | \$4,649  | 4/15/2003  | 4/15/2003 | 9/30/2003 | 3   | A   | F  | 1   | B  |
| B  | 0090E | B00PCHT                          | LANG LAB SHIPPING/HANDLING | O  | BA2 | 0000 |      |     | \$11,448 | \$0 | \$11,448 | 4/15/2003  | 4/15/2003 | 9/30/2003 | 3   | A   | F  | 1   | B  |
| B  | 0090I | B307011                          | TAT-LANGUAGE LAB INSTALL   | O  | BCW | 0000 |      |     | \$26,000 | \$0 | \$26,000 | 7/15/2003  | 7/15/2003 | 9/30/2003 | 4   | A   | F  | 1   | B  |
| B  | 6000S | B126619                          | PSYC OPERATIONS OFFICER    | O  | BCZ | 0005 |      |     | \$1,176  | \$0 | \$588    | 12/30/2002 | 1/6/2003  | 2/7/2003  | 1   | A   | F  | 1   | B  |
| B  | 1001A | B171766                          | INTERNATIONAL OFFICER PREP | O  | BCT | 0003 | 80SA |     | \$803    | \$0 | \$803    | 6/13/2003  | 6/24/2003 | 7/11/2003 | 3   | A   |    | 1   | B  |
| B  | 1001B | B171782                          | CMD & GEN STAFF OFF PREP   | O  | BCT | 0003 | 80SA |     | \$444    | \$0 | \$444    | 7/11/2003  | 7/14/2003 | 8/1/2003  | 4   | A   |    | 1   | B  |
| B  | 1001C | B171768                          | COMMAND & GEN STAFF OFF    | O  | BCT | 0041 | 80SA |     | \$10,134 | \$0 | \$10,134 | 8/2/2003   | 8/4/2003  | 6/4/2004  | 4   | A   |    | 1   | B  |
| B  | 1002  | B171800                          | ARMYWAR COLLEGE (RES CRS   | O  | BCC | 0040 | 80SA |     | \$21,471 | \$0 | \$21,471 | 6/29/2003  | 7/7/2003  | 7/6/2004  | 3   | A   |    | 1   | B  |
| B  | 1003  | B121165                          | ADA OFF BASIC              | O  | BCR | 0010 | 70   |     | \$2,167  | \$0 | \$2,167  | 6/2/2003   | 6/9/2003  | 8/18/2003 | 3   | A   |    | 1   | B  |
| B  | 1004A | B159000                          | INTERNATIONAL OFF LOG PREP | O  | BC4 | 0002 | 75SA |     | \$1,145  | \$0 | \$1,145  | 4/7/2003   | 4/14/2003 | 4/25/2003 | 3   | A   |    | 1   | B  |
| B  | 1004B | B171545                          | COMBINED LOG CPT CAREER    | O  | BC4 | 0007 | 75SA |     | \$1,758  | \$0 | \$1,758  | 4/26/2003  | 4/30/2003 | 6/13/2003 | 3   | A   |    | 1   | B  |
| B  | 1004C | B171240                          | COMBINED LOG CCC-ORDNANC   | O  | BCH | 0005 | 75SA |     | \$2,044  | \$0 | \$2,044  | 6/13/2003  | 6/16/2003 | 7/21/2003 | 3   | A   |    | 1   | B  |
| B  | 1004D | B171546                          | COMBINED LOG CPT CAREER    | O  | BC4 | 0007 | 75SA |     | \$1,543  | \$0 | \$1,543  | 7/10/2003  | 7/24/2003 | 9/9/2003  | 4   | A   |    | 1   | B  |
| B  | 1005@ | B177008                          | SPECIALIZED ENG LANG TNG   | E  | DLI | 0009 | 80OP |     | \$2,400  | \$0 | \$2,400  | 4/28/2003  | 5/2/2003  | 6/29/2003 | 3   | A   |    | 1   | B  |
| B  | 1005A | B171201                          | U.S. ARMY SGT MAJOR PREP   | E  | BCI | 0003 | 80OP |     | \$633    | \$0 | \$633    | 6/30/2003  | 7/7/2003  | 7/25/2003 | 3   | A   |    | 1   | B  |
| B  | 1005B | B171200                          | U.S. ARMY SERGEANTS MAJOR  | E  | BCI | 0039 | 80OP |     | \$11,740 | \$0 | \$11,740 | 7/26/2003  | 7/28/2003 | 5/28/2004 | 4   | A   |    | 1   | B  |
| B  | 1008A | B171772                          | SIG CPT CAREER PREP-INTL   | O  | BCP | 0003 | 80SA |     | \$1,593  | \$0 | \$1,593  | 2/27/2003  | 3/6/2003  | 3/21/2003 | 2   | A   | F  | 1   | B  |
| B  | 1008B | B171771                          | SIGNAL CAPTAINS CAREER CRS | O  | BCP | 0018 | 80SA |     | \$4,913  | \$0 | \$4,913  | 3/22/2003  | 3/25/2003 | 7/30/2003 | 2   | A   | F  | 1   | B  |

This is the **MS Access** report that is generated by I-TMS. It is just like a **MS Word** document, in that you click on the **Printer Icon** button to print (or click on **File** and then **Print**). (**Don't** print the report yet.)

If you click on the **MS Word Icon** button in the upper left corner of the I-TMS screen, the report will automatically be opened in **MS Word** as a **.RTF** (Rich Text File). A Rich Text File is a word processing file with minimal formatting, that can be read by any word processing program.

Thus you can save any I-TMS report or any other document (Course Description, Training Location Information, etc.) in a directory as a **.RTF** file, **print** the document, or **attach** it to an E-mail message. To save the document, click on the **File** menu button, then **Save As**, and then select the **directory** you

want to save it in using the Windows dialog box.

To page through the report, you simply *click* on the **Page arrows** in the lower left corner of the screen.

*Close* the report by clicking on **File** and **Close** (or click on the small black **x** in the upper right corner of the **report** screen).

**Note:** There is a **data element dictionary** provided at the end of this document that provides definitions of all data elements in the above report.

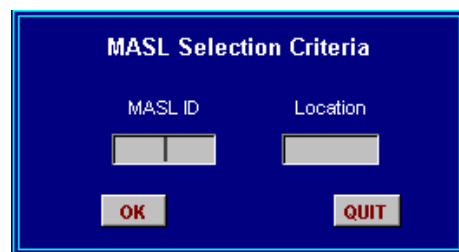
## **Finding a Course in the Training MASL**

The **View MASL** function allows you to search and view the **Training MASL** or master price list of all training. It provides access to the **MASL** database, the new **Course Information** database, and **Training Activity Information** which was previously only available in the military service catalogs. The data can be found by **MASL ID**, **Course Title** (or portion of), **military service Course Number**, and by **MASL ID category**. From anywhere in I-TMS, double-clicking on a **MASL ID** number will display the detail MASL data.

*Click* on the **View MASL** button on the **I-TMS** main menu. If you know the **MASL ID** number that you want or the **Location** code, you can enter in this screen to go directly to that training.

But, let's go to the *entire* **MASL** listing where there are numerous ways of searching the MASL.

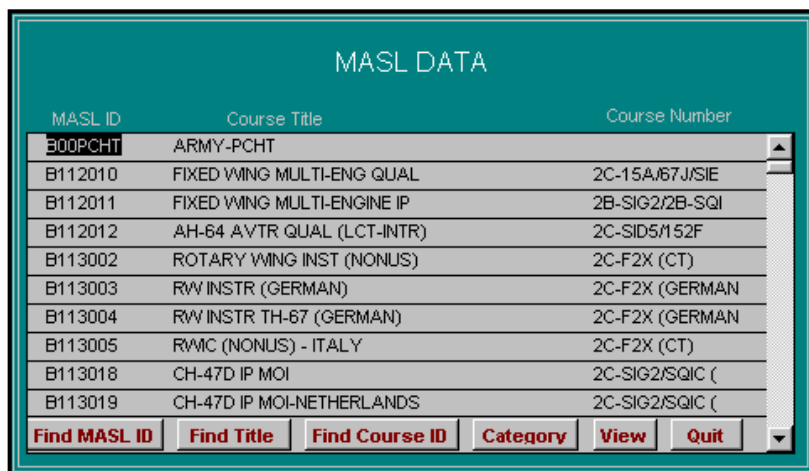
*Click* on **OK** to go to the beginning of the **MASL** database.



A blue dialog box titled "MASL Selection Criteria". It contains two input fields: "MASL ID" and "Location". Below each field is a small rectangular button. At the bottom of the dialog are two larger buttons: "OK" and "QUIT".

Press the **Page Up** or **Page Down** keys or *drag* the **scroll bar** to **scroll** thru the MASL.

*Double-click* on the desired **MASL** data line to view the detailed MASL data.



A screenshot of the "MASL DATA" screen. It features a table with three columns: "MASL ID", "Course Title", and "Course Number". The first row is highlighted. Below the table are several buttons: "Find MASL ID", "Find Title", "Find Course ID", "Category", "View", and "Quit".

| MASL ID | Course Title               | Course Number  |
|---------|----------------------------|----------------|
| B00PCHT | ARMY-PCHT                  |                |
| B112010 | FIXED WING MULTI-ENG QUAL  | 2C-15A/67J/SIE |
| B112011 | FIXED WING MULTI-ENGINE IP | 2B-SIG2/2B-SQI |
| B112012 | AH-64 AVTR QUAL (LCT-INTR) | 2C-SID5/152F   |
| B113002 | ROTARY WING INST (NONUS)   | 2C-F2X (CT)    |
| B113003 | RW INSTR (GERMAN)          | 2C-F2X (GERMAN |
| B113004 | RW INSTR TH-67 (GERMAN)    | 2C-F2X (GERMAN |
| B113005 | RWIC (NONUS) - ITALY       | 2C-F2X (CT)    |
| B113018 | CH-47D IP MOI              | 2C-SIG2/SQIC ( |
| B113019 | CH-47D IP MOI-NETHERLANDS  | 2C-SIG2/SQIC ( |

Other **MASL** searches are explained as follows:

1. *Click* on **Find MASL ID** and *enter* the specific **MASL ID** or **portion** thereof (try D171 for AF PME training). *Click* on **OK**.
2. *Click* on **Find Title** and *type* in a **key word** (i.e. Infantry) that you think would be contained in the **Course Title**. *Click* on **OK**.
3. *Click* on **Find Course ID** and *enter* the **military service course number**. *Click* on **OK**.

- Click on **Category** and click in the **selection boxes** of the desired category of training. Click on **OK**.

The **MASL** screen provides access to all of the following:

MASL ID B171620 Analysis Code AB Professional Military Education

Title ARMOR CAPTAINS CAREER

Course Number 2-17-C22 Prerequisite B171619

ECL 80SA Price Code F Security Clearance S

LOC BGY FORT KNOX KY 40121 Duration 18

| PY | FMS | NATO | FMS INCR | NRC | IMET    |
|----|-----|------|----------|-----|---------|
| 3  | \$0 | \$0  | \$4,957  | \$0 | \$4,957 |
| 4  | \$0 | \$0  | \$6,281  | \$0 | \$4,805 |
| 5  | \$0 | \$0  | \$5,171  | \$0 | \$5,169 |

View Course Descriptions

Print MASL Detail Print Course Descriptions and Notes

\* Double click yellow blocks for additional information. Return

- To view the the detailed **Location Information**, *double-click* on the **LOC** block entry.
- To view the **Prerequisite Course** data, *double-click* on the **Prerequisite** block (then click on **return** to come back to the original MASL).
- To view the **Course Description**, click on **View Course Descriptions**.
- Click on **Print MASL Detail** or **Print Course Descriptions and Notes** to print those items.

Click on **Return** or **Quit** to return to the **I-TMS** main menu.

This essentially completes your instruction on use of **I-TMS Lite**. There are more detailed functions available by clicking on the **TMS Heavy** button.

**Thank you for doing this exercise to acquaint you with the Training functions of the I-SAN and use of the new I-TMS Lite program. At this point, you should be able to actually see your Country's training program and find additional courses in the MASL.**

*The DISAM Faculty*

**For Assistance Contact DISAM:** Commercial (937) 255-xxxx, DSN 785-xxxx, FAX Ext 4319,

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 Mr. Tim Reardon, Ext 8524, [tim.reardon@disam.dsca.mil](mailto:tim.reardon@disam.dsca.mil)  
 I-TMS -- Mr. Aaron Prince, Ext 8186, [aaron.prince@disam.dsca.mil](mailto:aaron.prince@disam.dsca.mil)  
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## APPENDIX A

### Database Element Dictionary

#### PART I - MASL DATABASE

1. **AN—Analysis Code.** This data field contains the training analysis code which allows training courses to be grouped and classified by category. This facilitates analysis of the total country IMET program as related to overall IMET objectives. Allows the matching of country training requirements with IMET policy. Used in preparation of Annual Integrated Assessment of Security Assistance (AIASA) reports and Two-Year Training Plans.

**Field length - 2.**

| <u>Code</u>  | <u>Category</u> | <u>Description</u>   |
|--------------|-----------------|--|
| <b>AA-AC</b> | PME             | Officer Professional Military Education  |
| <b>BA-BL</b> | MGT             | Officer Management Related Training  |
| <b>CA</b>    | PGS             | Officer Postgraduate/Degree Related Training   |
| <b>DA,DB</b> | UPT/FLT         | Undergraduate Pilot or other Flight Training   |
| <b>EA-EV</b> | TECH            | Technical, Operations, Maintenance, Medical and Enlisted Training                      |
| <b>FA-FC</b> | OT              | Orientation Tours  |
| <b>GA-JB</b> | OCONUS          | OCONUS Student Training  |
| <b>KA-LZ</b> | TEAMS           | Mobile Training Teams and Field Training Services                                      |
| <b>MA-OL</b> | SUPPORT         | English Language Equipment, Materials, PCH&T, Medical lines and other Training Support |

See SAMM, App D, Table D-14 for complete table. See MASL for AN code for all training.

2. **CL—Security Classification.** This data field contains the course security classification that represents the highest level of classification to which U.S. (and international) students are instructed in the course. This is the level of classification for the content of the course and not for access to the training area. Codes are: **U** = Unclassified, **C** = Confidential, **S** = Secret, and **T** = Top Secret. Codes for courses having Sensitive Compartmented Information (SCI) content are **X** = Confidential SCI, **Y** = Secret SCI, and **Z** = Top Secret SCI. **Field length - 1.**

3. **COURSE NO—Course Number.** The Military Service Course identification number as it appears in that service's training catalog. Service Catalogs used by the SAO cross reference the military service course numbers with the MASL ID Number. **Field length - 14.**

4. **COURSE TITLE—Course Title.** The short title that appears in the training MASL. Taken from the title of the training as given in the Military Service School/Training Catalog. In some cases a category of training is indicated, such as Observer/On-the-Job training, etc. **Field length - 26.**

5. **DUR—Duration.** This data field contains the planned duration of the training in number of weeks. Must be a whole number (round up for partial week). Can be VA for variable duration. **Field Length - 4, right justified.**

6. **ECL—English Comprehension Level and Specialized English Training Requirement.** This data field contains the required English Comprehension Level (ECL) and, if advised or required, the Specialized English Training (SET) requirement. An ECL of **80**, as an example, is required for many Professional Military Education (PME) courses. Following the ECL requirement, the SET requirement is indicated by an **SR** (SET required) or **SA** (SET advised). **OP** identifies that an Oral Proficiency Interview

by DLI is required.

**Field length - 4.**

7. **PRICE YR—Price Year.** The applicable fiscal year during which the price will be charged. The valid two digit fiscal years: **97, 98**, etc. **Field length - 2.**

8. **LOC—Location Code.** This data field contains the three-character code used to provide a location code (Air Force and Navy) and the execution agency code (Army). For all three MILDEPs the code provided represents the actual training location. See the Table Data option in the TMS EDIT function for all LOC codes. LOC codes are also given in the MILDEP handbooks/guide books, along with complete addresses. NOTE: Also see data item 35 (Activity Short Name), as training sometimes takes place in multiple locations.

**Field length - 3.**

9. **MASL ID—Military Articles and Services List Identification Number.** This data field contains the unique alpha/numeric code used to identify each training item (course, team, etc.) in the training MASL. The MASL lists all articles and services available to authorized international recipients. This depends, of course, on decisions to sell/grant, disclosure authority, allocation of available spaces, etc. The first character represents the appropriate Implementing Agency: **B**=Army, **D**=Air Force, **P**=Navy. **Field length - 7.**

10. **PC—Price Code.** A code used to convey information about the tuition price. For instance, if the price is: **E**—to be estimated; **F**—a fixed price; **W**—a weekly price; **B**—a bulk price; or **V**—a variable cost. **Field length - 1.**

11. **PREREQ—Prerequisite Course Number.** This data field is used to indicate the MASL ID of a prerequisite course required for the line of training. **Field length - 7.**

12. **TUITION PRICE**

a. **FMS—Tuition Price.** The estimated cost of the training (tuition price) or service if completed as planned. This is the full cost FMS price that would be charged to a country that does not qualify according to the law for a price reduction. **Field length - 7.**

b. **FMS NATO—Tuition Price.** The estimated cost of the training (tuition price) or service if completed as planned. This is the reduced FMS price that would be charged to a NATO country, Australia, Japan, or other non-NATO ally. **Field length - 7.**

c. **FMS INC—Tuition Price.** The estimated cost of the training (tuition price) or service if completed as planned. This is the reduced FMS price, referred to as the "FMS Incremental Price," that would be charged to a country that is a qualified IMET program recipient in the given fiscal year.

**Field length - 7.**

d. **FMS NRC—Tuition Price.** The estimated cost of the training (tuition price) or service if completed as planned. This is the reduced FMS price, referred to as the "FMS Non-Repayable Credit Price," that is charged to Israel. **Field length - 7.**

e. **IMET/GRANT—Tuition Price.** The estimated cost of the training (tuition price) or service if completed as planned. This is the reduced price (lowest price category) that would be charged to a country's IMET program or an FMS case that has been fully funded by grant funds (FMFP or MAP, etc.). **Field length - 7.**

## PART II - STL DATABASE

1. **AC—Action Code**. This data field is used only by the Air Force to indicate that a change has taken place in the training line concerned. No entry for Army or Navy implemented training. **Field length - 1**. Commonly used codes are:

|                                  |   |
|----------------------------------|---|
| <b>A</b> = Line Added            | <b>I</b> = Tng No/rank/name                       |
| <b>B</b> = MASL                  | <b>J</b> = QTR availability                       |
| <b>C</b> = Course Duration       | <b>K</b> = WCN/Program Year                       |
| <b>D</b> = Course Title          | <b>L</b> = Student Status                         |
| <b>E</b> = Course No.            | <b>M</b> = Combination of preceding               |
| <b>F</b> = Student Code          | <b>N</b> = AFSAT local update-not approved/funded |
| <b>G</b> = Report/Start/End date | <b>R</b> = Line deleted, project complete         |
| <b>H</b> = LPC/EXA               | <b>T</b> = TLA adjustment                         |

2. **AN—Analysis Code**. This data field contains training analysis code which allows training courses to be grouped and classified by category. This facilitates analysis of the total country IMET program as related to overall IMET objectives. Allows the matching of country training requirements with IMET policy. Used in preparation of Annual Integrated Assessment of Security Assistance (AIASA) reports and Two-Year Training Plans. **Field length - 2**.

| <u>Code</u>  | <u>Category</u> | <u>Description</u>   |
|--------------|-----------------|--|
| <b>AA-AC</b> | PME             | Officer Professional Military Education  |
| <b>BA-BL</b> | MGT             | Officer Management Related Training  |
| <b>CA</b>    | PGS             | Officer Postgraduate/Degree Related Training   |
| <b>DA,DB</b> | UPT/FLT         | Undergraduate Pilot or other Flight Training   |
| <b>EA-EV</b> | TECH            | Technical, Operations, Maintenance, Medical and Enlisted Training                      |
| <b>FA-FC</b> | OT              | Orientation Tours  |
| <b>GA-JB</b> | OCONUS          | OCONUS Student Training  |
| <b>KA-LZ</b> | TEAMS           | Mobile Training Teams and Field Training Services                                      |
| <b>MA-OL</b> | SUPPORT         | English Language Equipment, Materials, PCH&T, Medical lines and other Training Support |

See SAMM, App D, Table D-14 for complete table. See MASL for AN code for all training.

3. **AS NAME—Activity Short Name**. The short name of the activity where the actual training is to occur. Unique to Navy STL data only. Actual training may take place at location other than that reflected by LOC code.

**Field length - 16**.

4. **ASOFDATE—As of Date**. The last date that the training line was updated in the respective implementing agency system. Eight characters: MM/DD/YY. **Field length - 8**.

5. **CASEID—Case/Line**. This data field contains the unique three character designator assigned by the implementing agency for each FMS case. Originates with the offer of a sale and identifies the case through all subsequent transactions. The last element of the FMS Case Identifier in the heading of the new Letter of Offer and Acceptance (LOA) or in block 3 of the old DD Form 1513. A line number from the FMS case may also be used in conjunction with the case designator when the training is a numbered line on the FMS case. Blank for IMET. **Field length - 6**.

6. **CC—Country/Activity Code**. This data field is used to identify the country, international organization, or account which is the recipient of defense articles or services. **Field length - 2**. See SAMM, Chapter 6, Table 600-1 for valid codes.



7. **CL—Security Classification**. This data field contains the course security classification that represents the highest level of classification to which U.S. (and international) students are instructed in the course. This is the level of classification for the content of the course and not for access to the training area. Codes are: **U** = Unclassified, **C** = Confidential, **S** = Secret, and **T** = Top Secret. Codes for courses having Sensitive Compartmented Information (SCI) content are **X** = Confidential SCI, **Y** = Secret SCI, and **Z** = Top Secret SCI.

**Field length - 1.**

8. **COURSE NO—Course Number**. The Military Service Course identification number as it appears in that service's training catalog. Service Catalogs used by the SAO cross reference the military service course numbers with the MASL ID Number. **Field length - 14.**

9. **COURSE TITLE—Course Title**. The short title that appears in the training MASL. Taken from the title of the training as given in the Military Service School/Training Catalog. In some cases a category of training is indicated, such as Observer/On-the-Job training, etc. **Field length - 26.**

10. **CUR FUNDED—Currently Funded**. The actual funded amount of the Total Cost for the specific training line. **Field length-8.**

11. **DUR—Duration**. This data field contains the planned duration of the training in number of weeks. Must be a whole number (round up for partial week). Can be **VA** for variable duration. **Field Length - 4**, right justified.

12. **ECL—English Comprehension Level and Specialized English Training Requirement**. This data field contains the required English Comprehension Level (ECL) and, if advised or required, the Specialized English Training (SET) requirement. An ECL of **80**, as an example, is required for many Professional Military Education (PME) courses. Following the ECL requirement, the SET requirement is indicated by an **SR** (SET required) or an **SA** (SET advised). **OP** identifies that an Oral Proficiency Interview by DLI is required. **Field length - 4.**

13. **END DT—Ending Date**. The date training is scheduled to be completed. No date=no confirmed quota. **Field length - 8.**

14. **FS—Funding Status**. This data field indicates the funding status for a line of training. IMET codes are: A = Approved for scheduling; F = Funded; U = Unfunded. For FMS only A = Approved for scheduling, applies.

**Field length - 1.**

15. **GRADE—U.S. Rank**. This data field identifies the U.S. rank that is equivalent to the student's home country rank. Enlisted personnel in the U.S. Navy and Coast Guard have rates instead of ranks. Normally entered by the MILDEP upon receipt of ITO/arrival message in U.S. **Field length - 7.**

16. **IA—Implementing Agency Code**. This data field identifies the managing U.S. Military Department or agency that is to be the recipient of IMET funds or that has made the sale on behalf of the U.S. government. **Field length - 1.** See SAMM, App. D. Commonly used codes are:

**B** = Department of the Army

**D** = Department of the Air Force

**P** = Department of the Navy

17. **IO NO—IMET Order Number**. This data field contains the last two digits of the number of the document issued by DSAA which authorizes the furnishing of military training to the designated IMET recipient. The IMET order indicates the funding source for each program line. Example” **92N/KS/17**, an IMET order issued by NETSAFA which authorizes the obligation of funds for the FY 92 IMET program. The “17” appears in the STL database. **Field length - 2.**

18. **ITO NO—Invitational Travel Order (ITO) Number.** This data field contains the ITO number reflected in Block 1 of the student's ITO. Entered upon receipt in U.S. **Field length - 15.** (alpha/numeric)

19. **LOC—Location Code.** This data field contains the three-character code used to provide a location code (Air Force and Navy) and the execution agency code (Army). For all three MILDEPs the code provided represents the actual training location. See the Table Data option in the TMS EDIT function for all LOC codes. LOC codes are also given in the MILDEP handbooks/guide books, along with complete addresses. NOTE: Also see data item Activity Short Name, as training sometimes takes place in multiple locations. **Field length - 3.**

20. **MASL ID—Military Articles and Services List Identification Number.** This data field contains the unique alpha/numeric code used to identify each training item (course, team, etc.) in the training MASL. The MASL lists all articles and services available to authorized international recipients. This depends, of course, on decisions to sell/grant, disclosure authority, allocation of available spaces, etc. The first character represents the appropriate Implementing Agency: **B**=Army, **D**=Air Force, **P**=Navy. **Field length - 7.**

21. **MC CODE—Marine/Coast Guard Code.** Training that is being managed by the Marine Corps or Coast Guard training management offices. **Field length-1.** **M**=Marine Corps, **C**=Coast Guard, Blank=Not Applicable.

22. **PCS—Pending Change Status.** This data field identifies the type of transaction pending processing at DSAA. This includes internal MILDEP transactions, already released but pending at DSAA. **Field length - 1.** For IMET only. **4** = Program addition; **Q** = Program change; **R** = deletion. Note: Entry of a "Q" may indicate a delay in processing or possibly funding.

23. **PO—Program Originator.** This data field identifies the student's home country branch of service that has requested the training. It is not the U.S. service that is providing the training. **Field length - 1.** Commonly used codes are:

**B**=Country Army  
**C**=Country Coast Guard  
**D**=Country Air Force  
**K**=Country Marine Corps  
**L**=CounterNarcotics  
**P**=Country Navy  
**S**=Country OSD  
**T**=Country Joint Service  
**X**=Other Country Defense Organization/Activity

24. **PR—Priority.** This data field identifies the priority/importance of the training as assigned by the SAO for the country. This is done for IMET funded training only. **Field length - 1.** Commonly used codes are:

**A**=Priority A for 100% of the value of the allocated IMET Program.  
**B**=Priority D used for any training above and beyond the IMET program ceiling (normally 10-20% above).

25. **PREREQ—Prerequisite Course Number.** This data field is used to indicate the MASL ID of a prerequisite course required for the line of training. **Field length - 7.**

26. **PRICE YR—Price Year.** The applicable fiscal year price that will be charged for the training, based on the start date of the training. **Field length -2.**

27. **PY—Program Year.** This data field identifies the fiscal year in which the item is

programmed or is to be programmed. In the IMET training program, the program year consists of five fiscal year quarters—the fifth quarter being the first quarter (Oct-Dec) of the following fiscal year. *Blank* for FMS; valid **year** for IMET. **Field length - 2.**

28. **QTR—Quarter.** This data field identifies the quarter in which the training will start and thus the quarter in which the student should be available to report for training. **Field length - 1.** Quarters **1-5.** (For IMET Program Only).

29. **QTY—Quantity.** This data field normally indicates the number of students or, for a team, the number of personnel on the team. Normally only one student is programmed per individual course training line. For an orientation tour the QTY would represent the number on the tour. For simulator training a quantity greater than 1 may be used. **Field length - 4.**

30. **RCN—Record Control Number.** This data field contains the alpha/numeric code assigned by the implementing agencies, as directed by DSAA, to control all IMET/FMST/FMFP/MAP transactions. The country/Activity Code, Program Year, and the RCN constitute an identification number for each record in the above transactions. Normally computer assigned. **Field length - 4.** See SAMM, App D.

31. **REMARKS—Remarks.** A field provided for additional remarks related to the line of training. Notes may be a reminder to SAO or MILDEP desk officer. **Field length - Var.**

32. **RPT DT—Reporting Date.** The date the student must report to the International Military Student Officer/Manager at the training site. For planned training where a quota (seat) has not been confirmed, the RPT DT field will be left blank. **Field length - 8.**

33. **SC—Student Code.** This data field identifies the appropriate military or civilian status of the international student. **Field length - 1.** Commonly used codes are:

**C** = Civilian  
**D** = DoD Engineering and Technical Services Specialist.  
**E** = Enlisted  
**I** = Interpreter-Officer  
**J** = Interpreter-Enlisted  
**O** = Officer  
**S** = Senior Officer

34. **SPC—Special Programs Code.** A data field that supplements the Type of Assistance (TA) data field and is used to identify special programs such as "Expanded IMET," and "International Narcotics Matters" funding. **Field length-2.** **EI**=Expanded IMET, **IN**= INM funding, and **CN**=IMET Counter Narcotics.

35. **START DT—Starting Date.** The date training is scheduled to start. Again, no date will be shown unless a quota is confirmed. **Field length - 8.**

36. **STUDENT COUNT—Student Count.** The number of actual students that the program data represents. **Field length - 4.**

37. **STUDENT NAME—Student Name.** The international military student's name as shown on the Invitational Travel Order. In order of last name (SURNAME), first name, other names, etc. Entered upon receipt of ITO/arrival message in U.S. **Field length - 30.**

38. **TA—Type of Assistance Code.** This data field is used to distinguish between various types of U.S. military assistance transactions. Also used to identify certain military assistance requirements programmed under special financing. **Field length - 1.** See SAMM, App. D, Table D-11.

Commonly used codes are:

**1** = IMET  
**F** = FMS  
**C** = FAA, Sec. 506  
**O**=Other (i.e., INL)

39. **TLA COST—Travel and Living Allowance.** The estimated cost of the travel and living allowance for the international military student. If the TLA is funded by the country, this field will be left blank. **Field length - 6.**

40. **TNG STATUS—Training Status.** A data field that identifies the "training status" of the IMS. Codes have not yet been assigned, but will cover various situations concerning the IMS's training, such as: recycled, attrition, set back, admitted to medical facility, died, etc. **Field length-2.**

41. **TOT COST—Total Cost.** The estimated total cost of the training; (Course Cost + TLA cost) X quantity. A summary of all costs pertaining to the training line. **Field length - 8.**

42. **UNIT COST—Course Cost.** The estimated cost of the training (tuition price) or service if completed as planned. Actual cost may vary due to MILDEP policy, change in course duration, assessment of a cancellation penalty, etc. If the training program line is for the provision of medical services or funds the shipment of English language books/tapes/publications, the applicable cost is reflected here. **Field length - 8.**

43. **WCN—Worksheet Control Number.** This data field contains a four digit number within country and program year identifying one or more lines of training or services. For WCNs with multiple lines (i.e., one student attending several courses of instruction—a training sequence), an alpha suffix is added to designate each separate line. **Field length - 5.** Suffixes commonly used are:

**L** = Language training line  
**A, B, C** = 1st, 2d, 3d training courses  
**S** = Cancellation penalty  
**T** = Attrition penalty  
**U** = Recycle penalty  
**V** = No show penalty  
**W, X, Y, Z** = Training continued for a student from prior year program.

44. **WV—Waiver Code.** This data field indicates that the training concerned requires an exception to policy prior to DSAA approval and funding. Code remains after funding action for historical purposes. Applicable to IMET only. **Field length - 1.** Commonly used codes are:

**B**=Books and Publications (non-English language)  
**C**=Civilian Student  
**G**= Postgraduate/Degree Related Training  
**H**=High Cost Training (tuition costs exceed \$30,000)  
**L**=Training with Duration Less Than 8 Weeks  
**M**=Mobile Training Teams (MTTs) and Field Training Services (FTS)  
**O**=Orientation Tours  
**R**=Other waivers  
**S**=Combined Strategic Intelligence Training Program (Air Force unique)